

Indiana Officials Association, Inc.

POLICY FOR GAME ASSIGNING

As adopted by the Indiana Officials Association, Inc.'s Board of Directors
July 22, 2006

A. Definition

1. "Game Assigning" or the "Game Assigning Service" is an Authorized Assignor distributing games to Participating Officials in exchange for a fee paid by a local high school.
2. An "Authorized Assignor" is an individual who contracts with IOA as an independent contractor to perform the task of game assigning.
3. A "Participating Official" is a sport official registered with the Indiana High School Athletic Association ("IHSAA") who chooses to participate in this program.
4. The "Board" refers to the IOA Board of Directors.

B. Objectives

The Game Assigning service has been adopted by IOA to achieve the following objectives:

1. To complement IOA efforts to recruit and train new officials;
2. To provide a service that is valued by association members and non-members;
3. To provide a needed service to Indiana high schools; and
4. To generate resources for the acquisition of educational materials and equipment that supports the purposes of the organization.

C. Game Assigning Services

1. Selection of Sports

Sports in which game assigning services are offered will be determined by the Board based on requests from schools.

2. Selection of Schools

Invitations to participate in the Game Assigning Service will be sent annually to a list of schools as recommended by the Authorized Assignors and as approved by the Board.

3. Assigning Calendar

A series of dates for each sport will be established by the Board that outlines:

- a. Due date for schools to submit their **schedule of home contests** that they seek to have assigned by IOA
- b. Due date for schools to submit **payment to the assignor**
- c. Date for the Participating Officials **organizational meeting(s)**
- d. Date for **distribution of assignments** to Participating Officials and schools

4. Striking List

Schools may provide, with their schedule of home contests, a list of Participating Officials who are not to receive assignments to their contests.

5. Participation by IOA Members

Any member in good standing may choose to participate in the Game Assigning Service by attending the organizational meeting in their sport and providing open and closed dates to the assignor.

6. Non-IOA Members

Game Assigning is designed as a service to IOA members. Non-IOA members may, by paying a fee equal to the annual dues, participate in the service.

7. Authorized Assignors

There will be an Authorized Assignor or Assignors in each sport who will work together to make assignments according to established criteria (Section 1). Selection of the Authorized Assignor(s) will be made by the Board.

8. Schedule Service

The Authorized Assignors will maintain open /closed dates for all IOA members in their sport (even officials not participating in the assigning service) for any school seeking assistance in locating available officials.

9. Unauthorized Assignors

Individuals are strictly forbidden to use the names "Indiana Officials Association, Inc.," "IOA," or any similar names or phrases in assigning officials for any contest without the express written consent of the Board.

D. Responsibilities of the IOA Board

1. Notification of schools and officials regarding the service
2. Determine in which sports to offer Game Assigning Services
3. Selection of Authorized Assignors.
4. Payment schedule of fees to Authorized Assignors
5. Maintain a copy of association-school contracts, association-assignor contracts, and assignment lists

6. Determine the list of schools to which the service will be made available.
7. Determine amount of fees charged to schools for the service
8. Determine how to expend revenues generated by assigning
9. Review and maintain this policy
10. Rule on any matters not covered in this policy

E. Responsibilities of Authorized Assignor

1. Work with Authorized Assignors from other sports to develop a recommended list of schools for which the service will be made available
2. Assign games according to the policy
3. Provide a list of each school of assigned officials for home contests
4. Provide a list to each official of assigned contests
5. Re-schedule any assignment if necessitated by weather or other unforeseen circumstance
6. Conduct training programs for officials
7. Rate officials according to the established criteria
8. Promote the assigning service in the best interest of IOA
9. Provide constructive feedback to the association regarding ways to improve the assigning service
10. Perform all obligations in the "IOA Authorized Assignor Contract"

F. Responsibilities of the Participating Officials

1. Attend the pre-season organizational meeting and provide open/closed dates to the assignors.
2. Honor all assignments accepted
3. Communicate in a timely manner with the Authorized Assignors if unable to fulfill an assignment (due to sickness, injury, etc.)
4. Sign a contract with the school prior to each contest
5. Receive the game fee as an independent contractor from the school
6. Reimburse the school the full amount of the contract for failure to honor a commitment to work a contest
7. Participate in training programs designed to improve the quality of officials
8. Assist as requested in the rating system for officials
9. Promote the assigning service in the best interest of IOA
10. Provide constructive feedback to the association regarding ways to improve the assigning service

G. Responsibilities of the School

1. Provide the following directly to IOA according to the established due dates:
 - a. Signed contract for game assigning services
 - b. Game assigning fee (payable to assignor)
 - c. A list of all home contests for which assigned officials are desired
 - d. A scratch list of officials who should not be assigned for contests involving that school
2. Obtain a signed game contract with each assigned official prior to the contest
3. Pay the game fee directly to the assigned official
4. Provide constructive feedback to IOA regarding ways to improve the Game Assigning Service

H. Financial Management

1. An assigning fee, in an amount to be determined annually by the Board, will be assessed to schools seeking the service.
2. IOA will enter into a contract with schools utilizing the service. See Addendum A.
3. IOA will enter into a contract with Authorized Assignors. See Addendum B.
4. All payments by schools will be paid to the assignors on a one school-year basis.
5. IOA will be responsible for all expenses associated with recruitment of schools and notification of officials prior to the organizational meeting.
6. The Authorized Assignors will be responsible for all expenses associated in communication with schools and officials after the organizational meeting.
7. The financial impact of assigning in each sport will be audited by the Audit Committee.

I. Rating System - Criteria for Assignments

Participating Officials will be rated according to the following criteria in determining the number and level of assignments.

1. Membership in IOA
2. Attendance at sport meetings and clinics
3. Years of experience
4. Game evaluation /observation by evaluation committee
5. Tournament level